

APPLICATION AND INFORMATION FOR POSITION OF FEDERAL PUBLIC DEFENDER FOR THE DISTRICT OF COLUMBIA CIRCUIT

This package provides information on applying for the position of Federal Public Defender for the District of Columbia Circuit. The materials in this packet are:

| | | |
|----------|--|----|
| A. | Location of position and application deadline | 2 |
| B. | Federal Public Defender's responsibilities | 2 |
| C. | Qualifications for appointment | 2 |
| D. | Federal Public Defender salary/term of appointment | 3 |
| E. | Return of applications | 3 |
| F. | Suggestions for completing an application | 3 |
| Form I | Applicant Information Form | 4 |
| Form II | Applicant Background and Waiver | 7 |
| Form III | Legal Practice Profile | 13 |
| Form IV | Health and Medical Waiver | 22 |
| Form V | Applicant Personal Narrative | 24 |
| Form VI | Attachment Sheet | 25 |

A. Location of position and application deadline

Applications for the position of Federal Public Defender (FPD) in the District of Columbia are now being accepted.

The FPD office is located in the District of Columbia. The application deadline is March 25, 1998.

B. Federal Public Defender's responsibilities

The Federal Public Defender, functioning under authority of 18 U.S.C. § 3006A(g)(2)(A), and the District of Columbia Circuit's Criminal Justice Act Plan, provides federal criminal defense services to individuals unable to afford counsel.

C. Qualifications for appointment

To be qualified for appointment, applicants must:

- (1) be members in good standing of at least one state bar, or the District of Columbia bar, or the bar of a territory or possession;
- (2) have been engaged in the active practice of criminal law for a period of at least five years, preferably with significant federal criminal trial and appellate experience;
- (3) possess the ability to administer a federal public defender's office effectively;
- (4) possess, and have a reputation for:
 - (a) integrity and good character;
 - (b) the physical and mental health necessary to perform the responsibilities of the office;
 - (c) commitment to equal justice under law and vigorous representation of his or her client;
 - (d) outstanding legal ability and competence (evidenced by substantial legal experience, ability to deal with complex legal problems, aptitude for legal scholarship and writing, familiarity with courts and court processes);

- (5) have a commitment to the vigorous representation of those unable to afford counsel; and
- (6) not be related by blood or marriage to a judge of the United States Court of Appeals for the District of Columbia Circuit or to a judge of the District Court for the District of Columbia, within the degrees specified in section 458 of Title 28, United States Code at the time of the initial appointment.

D. Federal Public Defender salary/term of appointment

The term of appointment is four years. The annual salary is \$118,400.

E. Return of applications

You must submit an **original** and **five copies** of this application and its attachments to:

Office of the Circuit Executive
ATTN: FPD Application
United States Courts for the District of Columbia Circuit
E. Barrett Prettyman United States Courthouse
333 Constitution Avenue, N.W., Room 4826
Washington, DC 20001

The original and five copies must be received by **March 25, 1998**, at 5:00 p.m. The applicant should **not** include pages 1-3 of these application materials.

F. Suggestions for completing an application

- 1. Answer all questions as thoroughly as possible. If a question or section is not applicable, please so state.
- 2. If there is insufficient space on the application for a complete response to any question, photocopy as many pages of the separate attachment sheet (provided at page 25) as you need to answer that particular question. Append all attachment sheets to the application.
- 3. Type or print all responses.
- 4. Complete and sign authorizations on pages 12 and 23 of the application. Make sure that each copy of your application includes copies of these authorizations.
- 5. Sign your application at page 6.

**Federal Public Defender
for the District of Columbia Circuit**

I. APPLICANT INFORMATION

Please provide the following information.

Name and Home Address

Prefix _____ (Mr., Mrs., Miss, Ms.)

Name _____
(First) (Last)

Maiden Name, if different _____

Home Address _____

Home Telephone _____

Date of Birth _____

Business Address

Firm Name _____

Street Address _____

Business Telephone _____

Your Title _____
(E.g., Partner, Associate)

Date of initial affiliation with current firm_____

Salary or income

Can this application be discussed with persons at your firm? Yes _____ No _____

Correspondence should be sent to you at: Business _____ Home _____

I. APPLICANT INFORMATION (continued)

State Bars Admitted

| | |
|-------------|---------------------|
| State _____ | Date Admitted _____ |
| State _____ | Date Admitted _____ |
| State _____ | Date Admitted _____ |
| | - |
| State _____ | Date Admitted _____ |

Description of Law Practice

Estimate the **percentage** of your total time in the last five years that concerned:

Civil matters _____%

Criminal matters _____%

Description of Court Practice

Estimate the percentage of your total time in legal work during the last five years that was:

Spent in court _____%

Spent in negotiations _____%

Spent in legal research _____%

Spent in legal drafting and writing _____%

Spent supervising the legal work of others _____%

Circle the number of each question on pages 20-21 for which you have answered “Yes”:

12 13 14 15 16 17

Circle the number of each question on pages 19-21 for which you have appended a separate attachment sheet:

| | | | | | | | | |
|----|----|----|----|----|----|----|----|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |

I. APPLICANT INFORMATION (continued)

The questions answered and statements made in this Federal Public Defender application are true and correct, or are based on information I believe to be true and correct. I will submit to physical examination if requested to do so. I also authorize my former employers to provide any information they may have regarding me.

This application is being submitted by me personally and, if selected, I am willing to serve as Federal Public Defender.

Dated _____

—

Signature

II. APPLICANT BACKGROUND

A. Biographical Information

1. Name _____
2. Of what country are you a citizen? _____
Place of birth _____

B. Past Affiliations

Prior positions (List experience for last ten years, excluding your current position, starting with most recent)

1. Employer _____
Address _____
Supervisor _____
Position(s) you held _____
Dates of employment _____
Salary or income _____
Duties _____

Reason(s) for leaving _____
2. Employer _____
Address _____
Supervisor _____
Position(s) you held _____
Dates of employment _____
Salary or income _____
Duties _____

Reason(s) for leaving _____

II. APPLICANT BACKGROUND (continued)

3. Employer_____
- Address_____
- Supervisor_____
- Position(s) you held_____
- Dates of employment_____
- Salary or income_____
- Duties_____

Reason(s) for leaving_____

4. Employer_____
- Address_____
- Supervisor_____
- Position(s) you held_____
- Dates of employment_____
- Salary or income_____
- Duties_____

Reason(s) for leaving_____

II. APPLICANT BACKGROUND (continued)

C. References

Please list three professional and three personal references (no relatives).

Professional

1. Name_____
- Title_____
- Address_____
- Telephone_____
- Relationship_____
- Period of acquaintance_____

2. Name_____
- Title_____
- Address_____
- Telephone_____
- Relationship_____
- Period of acquaintance_____

3. Name_____
- Title_____
- Address_____
- Telephone_____
- Relationship_____
- Period of acquaintance_____

II. APPLICANT BACKGROUND (continued)

Personal

1. Name_____
- Title_____
- Address_____
- Telephone_____
- Relationship_____
- Period of acquaintance_____

2. Name_____
- Title_____
- Address_____
- Telephone_____
- Relationship_____
- Period of acquaintance_____

3. Name_____
- Title_____
- Address_____
- Telephone_____
- Relationship_____
- Period of acquaintance_____

II. APPLICANT BACKGROUND (continued)

D. **Education**

1. Undergraduate institution_____
- Dates attended_____
- Date graduated_____
- Degree(s) received_____
- Major field(s) of study_____

2. Law school name_____
- Law school address_____
- _____
- Dates attended_____
- Date graduated_____

PLEASE ATTACH TRANSCRIPT

3. Other graduate education received_____
- Institution(s) attended_____
- _____
- Course(s) of study_____
- Dates attended_____
- Degree(s) received (if any)_____

4. Describe any honors, awards, law review or other activities or achievements.
- _____
- _____
- _____
- _____

II. APPLICANT BACKGROUND (continued)

AUTHORIZATION AND WAIVER

I hereby authorize the administrators of the disciplinary and inquiry bodies of any court, bar or other association to disclose to the United States Court of Appeals and the screening committee(s) all information contained in the files of such bodies concerning my present professional status, and all complaints which have been made against me, together with the disposition thereof. I expressly waive whatever right I may have to confidentiality of the foregoing information.

I also hereby authorize the custodian of any records or information related to my application for Federal Public Defender to permit the examination or receipt of such records and/or information by anyone designated by the screening committee(s), the District of Columbia Circuit's Judicial Council or the United States Court of Appeals for the District of Columbia Circuit.

Dated _____

Signature

III. LEGAL PRACTICE PROFILE

A. **Present Affiliation**

Give a synopsis of your present position including nature of practice and types of matters accounting for most of your time. Include any legal specialties which you possess and a brief description of your typical clients. If your practice is substantially different now than previously, please give details of your prior practice.

B. **Legal Practice**

Summarize your criminal law experience and practice.

III. LEGAL PRACTICE PROFILE (continued)

C. Provide the following information on five cases in which you were involved:

1. Case name _____
Court and case citation number _____
Nature of case _____
Your role in case _____

Results of your activities in this case _____

Co-counsel _____
Address _____

Business Telephone _____

Opposing counsel _____
Address _____

Business Telephone _____

-

III. LEGAL PRACTICE PROFILE (continued)

2. Case name _____

Court and case citation number _____

Nature of case _____

Your role in case _____

Results of your activities in this case _____

Co-counsel _____

Address _____

Business Telephone _____

Opposing counsel _____

Address _____

Business Telephone _____

-

III. LEGAL PRACTICE PROFILE (continued)

3. Case name _____

Court and case citation number _____

Nature of case _____

Your role in case _____

Results of your activities in this case _____

Co-counsel _____

Address _____

Business Telephone _____

Opposing counsel _____

Address _____

Business Telephone _____

-

III. LEGAL PRACTICE PROFILE (continued)

4. Case name _____

Court and case citation number _____

Nature of case _____

Your role in case _____

Results of your activities in this case _____

Co-counsel _____

Address _____

Business Telephone _____

Opposing counsel _____

Address _____

Business Telephone _____

-

III. LEGAL PRACTICE PROFILE (continued)

5. Case name_____
- Court and case citation number_____
- Nature of case_____
- Your role in case_____
- _____
- _____
- _____
- Results of your activities in this case_____
- _____
- _____
- _____
- _____
- Co-counsel_____
- Address_____
- _____
- Business Telephone _____
- _____
- Opposing counsel_____
- Address_____
- _____
- Business Telephone _____

-

III. LEGAL PRACTICE PROFILE (continued)

D. Additional Information

Respond, where applicable, on a **separate** attachment sheet to each of the following inquiries. Indicate the number of the question you are responding to on the attachment sheet and on page 5 of this application.

1. List all seminars, symposia, lectures or legal meetings in the nature of continuing legal education which you have attended in the past three years, stating the subject(s) of each and indicating which you have participated in as speaker, lecturer, panelist, etc.
2. If you have ever taught or lectured at a law school, please state the school(s), date(s) and subject(s) and your title, status or role.
3. Describe any nonlegal teaching or lecturing you have done.
4. If you have written or worked with others writing articles, treatises, texts, handbooks, or other texts on legal matters which have been published, provide for each the publisher, date, title and subject matter and list the name of any persons who co-authored, collaborated or assisted you in the writing or research. Please enclose one or two representative selections.
5. List any judicial office(s) you have held. Do not include your current full-time position. Please indicate whether the position was full-time or part-time, its location, the court or other entity served, your duties and the periods of service.
6. List any elective or appointive public office you have ever held other than judicial. Please indicate whether the position was full-time or part-time, its location, your duties, and the period(s) of service.
7. List all professional or occupational licenses other than law licenses you have held. Indicate the organization that issued the license and whether the license is current.
8. If any license listed in #7 has ever been revoked or suspended or if your conduct has been the subject of other discipline or complaint to the licensing authority or its disciplinary board, state fully the facts and circumstances and the disposition. If you have nothing to report, check here. _____
9. Describe fully all non law-related professions or occupations pursued since your first admission to the bar. Provide dates, company names, duties, and reasons for leaving.

III. LEGAL PRACTICE PROFILE (continued)

10. Describe civic, philanthropic, community, social or public service activities during the past five years, including posts or offices held and honors or awards received.
11. Describe your administrative and supervisory experience.
- A. Positions held by title and/or description.
- B. Dates of each position.
- C. Administrative and supervisory responsibilities of each position, including the number of persons supervised.
12. Has your license or right to practice law before or in any state court, agency, or other tribunal ever been denied, revoked or suspended? If so, describe the facts and circumstances fully, including the identification of the disciplinary body, the date, and the nature of the discipline imposed.
- Yes _____ No _____
13. Have you been the subject of any professional discipline by any attorney disciplinary body or any complaint filed with or made to any attorney disciplinary body? If so, describe the facts and circumstances fully, including identification of the disciplinary body, the date, and the disposition of the matter, including any discipline imposed.
- Yes _____ No _____
14. Have you ever sued or been sued by a client? If so, state fully the facts and circumstances, the court and case number, names, addresses and telephone numbers of your attorney and counsel for the client, and the disposition of the matter.
- Yes _____ No _____
15. Has a tax lien or other collection procedure ever been instituted against you by federal, state or local authorities? If so, give particulars.
- Yes _____ No _____
16. Have you ever been convicted of a felony or a misdemeanor or been arrested for driving under the influence of alcohol or drugs? If so, describe fully the circumstances, including date, court and disposition.

III. LEGAL PRACTICE PROFILE (continued)

17. If you have served in the Armed Forces of the United States or of any other country, please list:

A. Branch of service _____

B. Dates of service _____

C. Discharge received _____

IV. HEALTH AND MEDICAL WAIVER

1. Have you been hospitalized due to injury or illness within the past ten years?

Yes _____ No _____

2. During the past ten years, have you been prevented from working due to injury or illness, or otherwise incapacitated for a period of more than ten days?

Yes _____ No _____

3. Do you have any physical impairment that may affect your ability to perform the responsibilities of a federal public defender?

Yes _____ No _____

4. Have you ever been counseled or treated for any condition arising from the use of drugs or alcohol or from mental health problems resulting in institutionalization(s)?

Yes _____ No _____

If you answer "Yes" to questions 1, 2, 3 or 4 above, please provide the causes, dates, name, address and telephone number of the physician(s) or other professional counselors consulted, place of hospitalization and the present status of the condition(s) which caused hospitalization or incapacitation.

IV. HEALTH AND MEDICAL WAIVER (continued)

Note: All applicants must complete, sign and return this medical authorization and waiver (below).

Medical Authorization and Waiver

To: Physician's name _____

Address _____

Telephone _____

I hereby authorize any person designated by the United States Court of Appeals and/or the screening committee(s) to communicate orally (including by telephone) and/or in writing with the physician named above with regard to my physical and mental condition and history, and any care and treatment given me.

I hereby authorize and direct the physician named above to communicate to such person orally (including by telephone) such information regarding my physical and mental condition, care, and treatment as may be sought by such person and to supply a written statement if requested by such person. For these purposes, I hereby waive any physician-patient privilege that may exist.

Name _____

Address _____

Telephone _____

Signature

Note to applicant: Please send one signed copy to the physician and enclose a signed copy with your original application and five copies.

V. APPLICANT PERSONAL NARRATIVE

Please attach a summary of why you are seeking the position of Federal Public Defender and why you feel that you are qualified for the position. Include any special professional, occupational or other experience you have had which you feel should be considered. Describe how your educational, legal, administrative and business experience prepared you for this position.

VI. ATTACHMENT SHEET

Photocopy as many separate attachment sheets as you will need to provide a complete response to any question in the application. Do not answer more than one question on an individual sheet. Use as many sheets as necessary to answer each question.

Your name _____

This is a separate attachment to Form _____, page _____, question _____.